

Monday, September 26,

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The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on September 26, 2016. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Jeffrey S. Markley and Mrs. Kristina O'Brien. Fiscal Officer Mrs. Kathleen Staudenbaur was absent. Mrs. Benza presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to consider the appointment of a public official, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Markley, aye; Mrs. O'Brien, aye. Motion carried.

The trustees recessed their regular meeting at 6:01 P.M. in order to go into executive session.

Mr. Steve Hunder was invited into the executive session at 6:01 P.M. and left at 6:15 P.M.

Mrs. Benza made a motion at 6:18 P.M. to go into executive session to discuss collective bargaining strategy, per Ohio Revised Code Section 121.22(G)(4).

Mr. Markley seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Markley, aye; Mrs. O'Brien, aye. Motion carried.

Drew Esposito was invited into the executive session at 6:18 P.M. and left at 7:10 P.M.

The trustees returned from executive session, after considering the appointment of a public official and reviewing collective bargaining strategy and reconvened their regular meeting at 7:12 P.M.

CHANGES TO THE AGENDA

Mrs. Benza added an additional contract request from the Board of Elections for the Centerville Mills Dining Hall as a polling location.

PRESENTATION BY GUEST

Mr. Dave Dillon of First Energy discussed power outages caused by natural causes as well as planned outages in the area. Mr. Dillon recommends for residents that do not have a landline telephone to please contact First Energy and provide them with a phone number you may be reached on for power outage information. First Energy also has a smart phone application that may be downloaded to your smart phone. Mr. Dillon also wants to remind residents to take responsibility when you see a line down to please contact First Energy.

MINUTES

Mrs. Benza made a motion to approve the minutes of the trustees' 9/12/16 and 9/17/2016 meetings, as written.

Mrs. O'Brien seconded the motion that was passed unanimously.

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DEPARTMENTAL REPORTSFIRE DEPARTMENT

Chief Lou Ann Metz presented the Fire Department report for the month of August, 2016. Chief Metz reported the new ambulance is ready for final inspection prior to pick up.

NOTE: Fire Department Report is attached to, and becomes a permanent part of these minutes.

POLICE DEPARTMENT

Chief Jon Bokovitz presented the Police Department report for the month of August, 2016. Chief Bokovitz reported this has been the biggest year for calls for service.

Chief Bokovitz mentioned the week of September 11, 2016, was First Responders' Week. Chagrin Valley Chamber of Commerce had meals delivered to the Police Department, which were also shared with the Fire Department. It was greatly appreciated by both departments.

NOTE: Police Department Report is attached to, and becomes a permanent part of these minutes.

ZONING DEPARTMENT

Mrs. Karen Endres, Zoning Inspector, presented the Zoning Department report for the month of August, 2016.

Mrs. Endres reported the Federated Church holds a conditional use permit under the zoning resolution, which means they have to have their permit reviewed and renewed every five years. They haven't been reviewed in over 10 years. They are looking to renew and also have temporary housing/use for the Chagrin Falls Intermediate School if that school district passes a levy next spring. Already having sewer, water, and a cafeteria, this location was selected by Chagrin Falls for temporary use while the Intermediate School would be under construction.

NOTE: Zoning Report is attached to, and becomes a permanent part of these minutes.

PUBLIC COMMENTS

Mr. Henri Preuss complimented the Bainbridge Fire Department with handling the 911 call for Mr. Frank Schnabel. A moment of silence was held in Mr. Schnabel's honor. A memorial service for Mr. Schnabel will be held at the Townhall in the next couple weeks.

FIRE DEPARTMENT – OLD BUSINESS

Chief Metz requested payment for the new ambulance. On October 26, 2015, a purchase order request was approved in the amount of \$240,361 to replace squad 3152. Chief Metz received a memo on September 21, 2016 stating the new squad is ready for inspection and delivery.

FIRE DEPARTMENT – NEW BUSINESS

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Chief Metz requested a promotion / stepped pay grade increase for firefighter/paramedic Michael James.

Mrs. Benza made a motion to promote Michael James from EMT-P Grade C, to EMT-P Grade B with the corresponding wages of \$22.07/hour, effective this pay period per the recommendation of the Fire Chief.

Mr. Markley seconded the motion that was passed unanimously.

POLICE DEPARTMENT – NEW BUSINESS

Open Discussion - Dispatch

Chief Bokovitz recommends we move Bainbridge Township's dispatch to the Geauga County Sheriffs' Office in Chardon. This step would result in an estimated \$220,000 annual cost savings to the township; reduction of staff, current radios need replaced they are twelve years old. A new radio system would cost \$300,000. Service would remain the same including sharing radios with other communities. Chief Bokovitz reported that with this cost savings we can add four more patrolmen to the department.

The trustees were in general agreement to support the concept of winding down the Bainbridge Township dispatch center and going dark with details and particularities to be provided and filled in over the next few weeks.

SERVICE DEPARTMENT – NEW BUSINESS

Request for Items to be declared Obsolete and to be sold on GovDeals.com

- a. *Set of (4) on demand water heater from Fire Dept. and Centerville Mills (Blue-Room)*
- b. *Water heater from Centerville Mills (Lodge)*
- c. *Bread toaster and ice cream freezer from Centerville Mills (Dining Hall)*
- d. *Pressure tank from Centerville Mills (Lodge and Blue-Room)*

Mrs. Benza made a motion to declare the above listed items obsolete and no longer needed by the township in accordance with ORC 505.10 per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that was passed unanimously.

Mrs. Benza made a motion place the foregoing items for sale on GovDeals.com in accordance with ORC 505.10 per the recommendation of the Road Superintendent.

Mr. Markley seconded the motion that was passed unanimously.

Contract for Election Day polling location at Town Hall

Mrs. Benza made a motion to approve the contract for election day polling location use of the Bainbridge Town Hall, as submitted by the Geauga County Board of Elections. We note that telephone availability may not be accessible during all hours identified in the contract.

Mr. Markley seconded the motion that was passed unanimously.

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Mrs. Benza made a motion to approve the contract for election day polling location use of the Dining Hall at Centerville Mills, as submitted by the Geauga County Board of Elections. We note that telephone availability will not be accessible since there is no land line at this location.

Mr. Markley seconded the motion that was passed unanimously.

Sharon Road Culvert Change Order

Mrs. Benza made a motion to approve the requested change order for the Sharon Road culvert replacement to C.I.R. Incorporated in the amount of \$4,000 per the recommendation of the Service Director and the County Engineer.

Mr. Markley seconded the motion that was passed unanimously.

TOWN HALL – OLD BUSINESS

Cub Scout Pack 102 requested to use an open space at Bainbridge Town Hall for storage of their pack items.

The trustees were in general agreement to pursue discussion related to the specifics of moving forward and allow those who know the process of the building to guide development of a plan for Cub Scout Pack 102 to store their items.

TOWN HALL – NEW BUSINESS

Trick or Treat

For community awareness trick or treat will occur on October 31, 2016, starting at 6:00P.M. thru 8:00P.M.

Please note any subdivision or group can set whatever day and time it chooses for trick or treating.

FISCAL OFFICER – NEW BUSINESS

Audit Committee Resignation

Bainbridge Township resident Ted Seliga has submitted a notice of resignation from the township audit committee.

Mrs. Benza made a motion to accept the resignation of Ted Seliga from the Bainbridge Township Audit Committee with our appreciation for his services.

Mr. Markley seconded the motion that was passed unanimously.

Mrs. Staudenbaur will advise if she recommends a replacement for the audit committee.

Request to Hire Part-Time Temporary Bookkeeper

The Fiscal Officer asked to hire Mrs. Tammy Most as a temporary part time bookkeeper, starting on October 1, 2016 at \$40/hour. Discussion ensued. The trustees were very concerned that this recommendation had no justification for the sizable starting wage, which is approximately \$15/hour higher than other township bookkeepers.

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Absent any justification for this discrepancy, as well as other supporting documentation, the trustees were reluctant to hire Mrs. Most. They were however in general agreement to suggest the Fiscal Officer consider extending the consultant/training agreement for Mrs. Most with Bainbridge Township for the purpose of training the bookkeepers in the Fiscal Office not to exceed 20 hours at \$40/hour.

Purchase Order Approval

Mrs. Benza made a motion to approve the purchase order list (Items 1 - 2) as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. Southeastern Equipment Co., Inc. – Skid Load Tracks - \$2,134.00 (Roads- Repair/Maintenance & Parks-Vehicle/Equipment Repair/Maintenance)
2. C.I.R. Incorporated – Sharon Road Culvert Replacement – Additions (Change order #1) - \$4,000.00 (Roads-Contracted Services)

Invoice Approvals

Mrs. Benza made a motion to approve the Invoice list as submitted by the Fiscal Officer.

Mr. Markley seconded the motion that passed unanimously.

1. C.I.R. Incorporated – Sharon Road Culvert Replacement – \$4,000.00 (Change Order #1 - Payment #2) (Roads-Contracted Services)
2. C.I.R. Incorporated – Sharon Road Culvert Replacement (Payment #1) - \$61,478.51 (Roads-Contracted Services)
3. Carter Lumber – Material for Dining Hall - \$3,311.25 (Parks - Improvement of Site)
4. Carter Lumber – Material for Dining Hall - \$2,910.26 (Parks – Improvement of Site)
5. Russell Cabling Technologies – Surveillance System - \$5,043.00 (Parks- Operating Supplies)
6. RTT Heating – Replacement of A/C Unit - \$3,475.00 (Town Hall – Repair/Maintenance)
7. J.C. Sharp Corporation – Accordion Doors for Kitchen - \$2,894.00 (Parks- Improvement of Site)
8. Chagrin River Company, Inc. – Ceiling Tile Replacement in Main Hall - \$11,625.00 (Town Hall – Repairs/Maintenance)
9. J.F.D. Landscapes, Inc. – Landscape Maintenance and Fertilization - \$7,877.54 (Various)
10. Portman Electric, Inc. – Generator Installation Inc. - \$5,700.00 (Town Hall – Repair/Maintenance)
11. Clemens-Nelson – Professional Services - \$1,060.00 (General)

Fiscal Resolution Approvals

1. Resolution 09262016-A to Reallocate Permanent Appropriations within the General Fund for the Current Year
2. Resolution 09262016-B to Reallocate Permanent Appropriations within Road and Bridge Fund for the Current Year

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Mrs. Benza made a motion to approve and adopt resolution 09262016-A, a reallocation of permanent appropriations from the General Fund for the current year per the recommendation of the Fiscal Office.

Mr. Markley seconded the motion that was passed unanimously.

Mrs. Benza made a motion to approve and adopt resolution 09262016-B, a reallocation of permanent appropriations within the Road and Bridge Fund for the current year per the recommendation of the Fiscal Office.

Mr. Markley seconded the motion that was passed unanimously.

CHECKS DATED SEPTEMBER 13, 2016 THROUGH SEPTEMBER 26, 2016

The trustees examined and signed checks and invoices dated 9/13/2016 through 9/26/2016 consisting of warrants 25753 through 25958 in the amount of \$287,874.09.

NOTE: A register of said checks is attached to, and becomes a permanent part of these minutes.

PUBLIC INTERACTION: QUESTION AND ANSWER

CORRESPONDENCE

1. 15 Years of NOPEC History Book
2. Jackson Township Newsletter
3. Geauga Soil and Water Conservation District's 72nd Annual Dinner & Election to be held on Thursday November 3, 2016
4. Western Reserve Land Conservancy correspondence complimenting renovations of the Dining Hall following their recent event.
5. Chagrin River Watershed Partners BOT Meeting on Tuesday, September 13, 2016 agenda

LATE ADDITIONS

FISCAL – EMERGENCY PURCHASE ORDER REQUEST

DS Architecture – Roof Repair at Fire Station - \$2,625.00 (Fire-Repair/Maintenance)

Mrs. Benza made a motion to ratify and authorize the requested purchase order to DS Architecture in the amount of \$2,625.00 pursuant to the recommendation of the Fiscal Officer at the request of the service director.

Mrs. O'Brien seconded the motion. Vote as follows: Mrs. Benza, aye; Mrs. O'Brien, aye; Mr. Markley, no.

Mr. Markley voted no because Bainbridge Township has had this unsolved problem over the last ten years and it continues to leak. He believes the better approach is for the former architect to address the problem.

FISCAL – INVOICE APPROVAL

Horton Emergency Vehicles – New Ambulance - \$240,361.00 (Fire)

Mrs. Benza made a motion to approve the requested invoice for \$240,361.00 paid to Horton Emergency Vehicles per the recommendation of the Fiscal Office

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Mr. Markley seconded the motion that was passed unanimously.

The next regular meeting will be held on October 10, 2016, at 7:00 P.M.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 9:00 P.M.

Respectfully Submitted,

Kathleen C. Staudenbaur,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____